| Accelerated SAP | Organization/Area: Title: | BUSINESS PROCESS PROCEDURE Payroll Department Converted Sick Leave Processing Report |  |  |
|---|---|---|---|---|
| **Accelerated SAP** **State of Utah** | **Organization/Area:** **Title:** | **BUSINESS PROCESS PROCEDURE** **Payroll Department** **Converted Sick Leave Processing Report** |  |  |
| File Name: | H:\TRAINDOC\FOLIO\Payroll\convert\YE Converted Sick Leave Processing Report.doc | Release: | R/3 4.6C |  |
| Responsibility: | Dept and/or role of responsible person(s) Agency Payroll Staff | Status: | Issued: 05/17/2004 | Revised: |

# Overview

**Trigger:**

Agency payroll staff wants a report showing employees with sick leave converted to converted sick leave and/or annual leave.

| **Business Process Procedure Overview** |
|---|
| As an incentive to reduce sick leave abuse, an employee may convert sick leave hours to converted sick leave after the end of the pay period of the calendar year in which the employee is eligible.

To be eligible, an employee's sick leave account must have accrued a minimum total of 144 hours at the beginning of the first pay period of the calendar year.

At the end of the last pay period of a calendar year in which an employee is eligible, all unused hours accrued that year in excess of 64 shall be converted to converted sick leave. In the event the employee has the maximum accrued in converted sick these hours will be added to the annual leave account balance. The maximum hours of converted sick leave an employee may accrue is 320.

Employees who do not wish to have their leave converted shall notify their agency no later than the end of February. The converted sick leave hours will then be returned to the sick leave account.

This report may be run once the processing for leave yearend is completed. The information on the report will remain the same until processing occurs for the next leave yearend. |
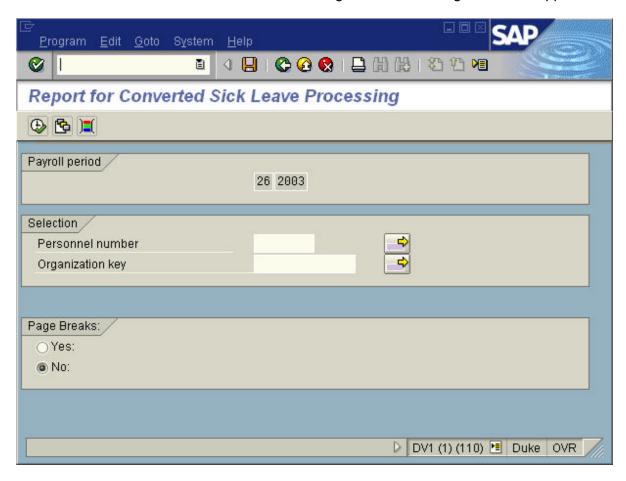
# Procedural Steps

**1.     Access transaction by:**

| **Via Menu** | Time Entry Operator > Leave Yearend > Converted Sick Leave Processing |
|---|---|
|  |  |
| **Via Transaction Code** | Z_CONV_SICK_REPORT |
|  |  |
| **Via Favorites Menu** | Converted Sick Leave Processing |

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Double click on "Converted Sick Leave Processing" and the following screen will appear:



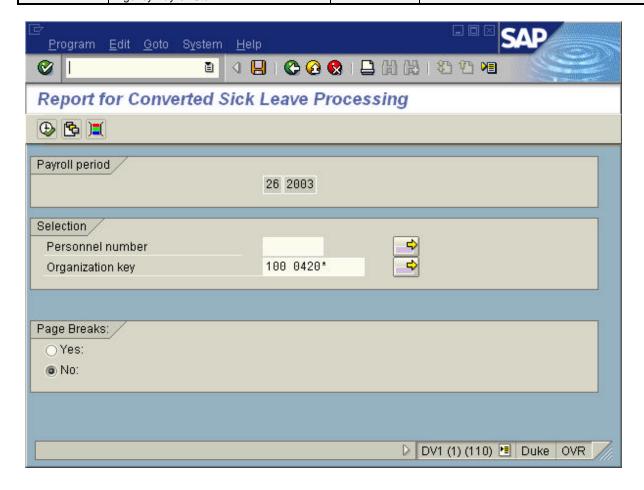| Input – Available Fields | Field Value |
|---|---|
| Personnel number | Employee Identification Number of the employee or employee's |
| Organization key | Agency, Low Org, and Distribution Code |
| Page breaks | Yes or No |

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**1.2** **Payroll period.** The screen defaults to the last pay period of the leave year. This field cannot be changed. The report remains the same until processing is completed for the next leave yearend.

**1.3** **The "Personnel number" field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

**1.4** **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.

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**1.5** **The "Page Breaks:" buttons create a page break after each org change or not create any page breaks.** The default is "No:" do not create page breaks.

**1.6** **Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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**1.7    To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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**2      The report heading contains the following information:**

> ➢ The report id

> ➢ The report title

> ➢ Page number

> ➢ Date the report was run

> ➢ Time the report was run

> ➢ Department number and name

> ➢ Low Org

> ➢ Dist Code

**2.2      The columns on the report are listed below with a brief description.**

**EIN**                           The employee's identification number.

**Employee Name**                The employee's name.

**Begin Sick Balance**           The employee's beginning sick leave balance as of pay period 01 for the year being reported.

**Sick Accrued**                 The total amount of sick earned or adjusted in pay periods 01 through 26 for the year being reported.  This may also include adjustments such as the reversal of sick converted from a previous year.

**Amount Eligible**              This is the result of the "Sick Accrued" column less 64.  The amount eligible for conversion is the highest number of hours that may be removed from sick leave and added to converted sick and/or annual.

**Sick Used**                    The total number of sick hours posted on the time entry screen in pay periods 01 through 26 for the year being reported.  The "Amount Eligible" is reduced by this total.

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**Conv Sick Added**

The number of sick leave hours eligible for conversion that are added to converted sick leave.

**New Conv Sick Balance**

The converted sick leave balance after adding in the sick leave eligible for conversion.

**Amount to Annual**

This is the amount from the "Amount Eligible" column less the "Sick Used" and "Conv Sick Added" columns. The amount converted from sick leave may be split between converted sick and annual if the employee is close to the max of 320 in converted sick. Once the employee is at the max of 320 in converted sick the amount eligible for conversion is added to annual.

**New Annual Balance**

The annual leave balance after adding in the sick leave eligible for conversion.

**Message**

This column may contain one of the following two messages:

**Sick Used > Eligible** – the employee used more sick leave during the year than was eligible for conversion.

**Reduced to 104 Max** – the amount in the "Sick Accrued" column was reduced to the maximum amount eligible of 104. This occurs when the "Sick Accrued" column is greater than 104 due to adjustments.

**Total Employees in Org**

Total number of employees in the org that are in the converted sick leave processing. Employees that are not eligible for conversion are not printed on this report.

**Total Employees in Agency**

Total number of employees in the agency that are in the converted sick leave processing. Employees that are not eligible for conversion are not printed on this report.

**Grand Total Employees**

Total number of employees on the report.